

<p align="center">9 PREVENTIVE ACTIONS</p>	<p align="center">Page 1 of 1</p>
<p align="center">Department of Forensic Science</p> <p align="center">QUALITY MANUAL</p>	<p>Amendment Designator: A</p>
	<p>Effective Date: 1-February-2006</p>
<div data-bbox="675 304 1024 333" data-label="Section-Header"> <p align="center">9 PREVENTIVE ACTIONS</p> </div> <div data-bbox="151 367 313 396" data-label="Section-Header"> <p>9.1 Principle</p> </div> <div data-bbox="209 428 1066 457" data-label="Text"> <p>The Department must be proactive in identifying opportunities for improvement.</p> </div> <div data-bbox="151 489 792 518" data-label="Section-Header"> <p>9.2 Actions Leading to Opportunities for Improvement</p> </div> <div data-bbox="209 552 1115 741" data-label="List-Group"> <ul style="list-style-type: none"> • Encouragement of Department employees to identify improvement opportunities • Review of the results of proficiency tests • Review of the results of peer review reports • Review of the results of testimony monitoring • Review of audit reports • Management reviews </div> <div data-bbox="151 774 354 804" data-label="Section-Header"> <p>9.3 Action Plans</p> </div> <div data-bbox="209 835 1528 1230" data-label="List-Group"> <p>9.3.1 When an opportunity for improvement is identified, the appropriate Laboratory Director, in conjunction with the Section Chief and QAC, will develop an action plan and deadlines. If the implementation will involve more than one Section and/or laboratory, the QAC will inform the Director of Technical Services of events to date. The plan and deadlines shall be discussed with appropriate Directors.</p> <p>9.3.2 The QAC and Section Chief will execute the plan. The QAC and Section Chief will monitor and document the effect of the action plan. If the plan extends over a protracted time period, they will prepare regular progress reports to appropriate Directors.</p> <p>9.3.3 On completion of planned monitoring, the QAC and Section Chief will prepare and provide a summary report to the appropriate Directors.</p> <p>9.3.4 The Director of Technical Services will deem the preventive action completed, or specify further action.</p> </div> <div data-bbox="1468 1232 1549 1262" data-label="Text"> <p align="right">► End</p> </div>	